

APPLICATION REQUIREMENTS: ADVERTISING SIGNS

This information sheet sets out what you need to provide to Council when applying for a planning permit to construct or display an advertising sign.

The zone that applies to the land will specify what level of advertising control is applicable.

Council requires certain information to be provided in order to properly assess your application against the planning controls contained in the Mitchell Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included.

An application to construct or display an advertising sign must be accompanied by the following information:

Standard information to be provided with all applications

- **A fully completed and signed application form.** The application form can be obtained from the Statutory Planning page on Council's website.
- **A full current copy of Title** for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. The copy of Title must be clearly legible and no older than 3 months. A copy of the Title can be obtained by contacting the Victorian Land Titles Office on (03) 8636 2456 or download a copy from <https://www.landata.vic.gov.au>.
- **The prescribed application fee.** Please refer to the fee schedule on Council's website or contact Council's Statutory Planning Department to determine the applicable fee.

Plans and reports to support the proposal (including three copies of the plans with at least one copy at an A3 size)

- **A site context report**, using a site plan drawn at a scale of 1:100 or 1:200, photographs or other methods to accurately describe:
 - The location of the proposed sign on the site or building and distance from property boundaries.
 - The location and size of existing signage on the site including details of any signs to be retained or removed.
 - The location and form of existing signage on abutting properties and in the locality
 - The location of closest traffic control signs.
 - Identification of any view lines or vistas that could be affected by the proposed sign.
- Fully dimensioned **elevation plans or sections** drawn at a scale of 1:100 or 1:200 which includes:
 - The dimensions, height above ground level and extent of projection of the proposed sign.
 - The height, width, depth of the total sign structure including method of support and any associated structures such as safety devices and service platforms.
 - Details of associated on-site works.

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- Details of any form of illumination including details of baffles and the times at which the sign would be illuminated.
- The colour, lettering style and materials of the proposed sign.
- The size of the display (total advertising area including all sides of a multi-sided sign).
- The location of any corporate logo box and proportion of display area occupied by such a logo box.

Other information to support the application

- For animated or electronic signs, a report addressing the decision guidelines at Clause 52.05-3 relating to road safety.
- Any **landscaping details**
- For any sign over 18 square metres in area:
 - A description of the existing character of the area including built form and landscapes.
 - The location of any other signs over 18 square metres, or scrolling, electronic or animated signs within 200 metres of the site.
 - Any existing identifiable advertising theme in the area.
 - Photo montages or a streetscape perspective of the proposed sign.
 - Level of illumination including:
 - lux levels for any sign on or within 60 metres of a Road Zone or a residential zone or public use zone.
 - the dwell and change time for any non-static images.
 - The relationship to any significant or prominent views and vistas.
- A **written statement** justifying why the signage is appropriate, responding specifically to the decision guidelines of clause 52.05 of the Mitchell Planning Scheme.

Some other relevant things to consider

Alterations or extensions to buildings or the construction of a new building

If you wish to alter or extend an existing building or construct a new building as part of your proposal to display advertising signs on the land, you may be required to obtain a planning permit for buildings and works. Further information regarding applying for a buildings and works can be found in Council's 'Minor Buildings and Works' checklist.

Use of the land

If you wish to alter the way in which the buildings is being used then you may also need a planning permit for a change of use. Further information regarding applying for a change of use can be found in Council's 'Change of Use' checklist.

Pre-application

Before you submit an application for a change of use, it may be useful to have a pre-application meeting with the Statutory Planning Department to ensure that any preliminary issues or concerns are addressed before your application is submitted. Please contact the Statutory Planning Department to arrange a pre-application meeting.

Contact us:

t: (03) 5734 6200
e: mitchell@mitchellshire.vic.gov.au
w: www.mitchellshire.vic.gov.au

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For further information and to lodge an application

Visit our website	www.mitchellshire.vic.gov.au
Send us an email	mitchell@mitchellshire.vic.gov.au
Give us a call	(03) 5734 6200 (option 3) <i>Monday to Friday, 9.00am – 5pm</i>
Visit a planner	Planning and Building Services Office Level 1, 61 High Street, Wallan <i>Monday to Friday, 9.00am – 5pm</i>

The following options are available to lodge your application:

In person Planning and Building Services Office Level 1, 61 High Street, Wallan; <i>(This Office only has EFTPOS and Credit Card facilities and does not accept cash or cheque payment)</i> or Broadford Customer Service Centre 113 High Street, Broadford	By post Statutory Planning Department Mitchell Shire Council 113 High Street, Broadford 3658 <i>(please include a cheque payment or call to make a credit card payment)</i>
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Note: These requirements are intended as a guide for applicants only and may vary depending on the extent of the proposed use and/or development. This list of information to be provided is not exhaustive and is compiled without the benefit of a site inspection or referrals which might reveal other material constraints and/or considerations. Additional items may be required to enable a proper consideration of an application. Council reserves the right to request additional information pursuant to Section 54(1) of the Planning and Environment Act 1987. Other planning scheme controls may also affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Environment, Land, Water and Planning Website or visiting the planning enquiries counter at the Planning and Building Services Office of Mitchell Shire Council.

Contact us:

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